

Kentucky Board of Medical Licensure

310 Whittington Parkway, Suite 1B

Louisville, KY 40222

(502) 429-7150

www.kbml.ky.gov

TO: Applicants for Acupuncture Certification

FROM: Dawn Beahl, Acupuncture Coordinator

RE: Board Certification as an Acupuncturist

The following requirements must be met in accordance with Kentucky statutes:

In State Residents

- Prior to July 1, 2007, must have achieved a passing score on the acupuncture examination administered by the National Commission for Certification of Acupuncture and Oriental Medicine and be of good character and reputation.
- After July 1, 2007, have achieved a passing score on the acupuncture examination administered by the National Commission for Certification of Acupuncture and Oriental Medicine, **and** must have graduated from a course of training of at least one thousand eight hundred (1,800) hours, including three hundred (300) clinical hours, that is approved by the Accreditation Commission for Acupuncture and Oriental Medicine.

Out of State Applicants

- Prior to January 15, 2007, an applicant may be certified by the Board as an acupuncturist if the applicant has achieved a passing score on the acupuncture examination administered by the National Commission for Certification of Acupuncture and Oriental Medicine, is of good standing and has been legally authorized to practice acupuncture in another state for at least two (2) years prior to the submission of the application.
- After January 15, 2007, an applicant who is legally authorized to practice acupuncture in another state and who is presently in good standing in that state may be certified by endorsement from another state providing that state has standards equivalent to those of Kentucky.

Attached is an application for certification as an Acupuncturist in the Commonwealth of Kentucky. Please note that all documentation received by the Board must be translated if it is in any language other than English. The applicant will incur any and all costs for these translations. Instructions for completing the application are as follows:

1. Completed application must be **signed and notarized**. This information is used for verification purposes. Please indicate your practice address on the application. If no practice address is listed, your mailing address will be published.
2. Recent **original** photograph of yourself (**passport size**) **signed and dated**.
3. FORM 1 – Release and Waiver of Rights, **signed and notarized**.
4. FORM 2 – National Commission for Certification of Acupuncture and Oriental Medicine-complete top of form and **mail directly to the NCCAOM** along with the \$25.00 verification fee.
5. FORM 3 – Verification of Education – send this form to your school for certification of your degree as an acupuncturist. If you graduated from a foreign acupuncture program, the program must send original translations of your course transcripts directly to the Board. This form must be sent directly to the Board in a sealed envelope.
6. FORM 4 – Verification of Acupuncture Training Hours – send this form to the institution in which you completed your training hours. This form must be sent directly to the Board in a sealed envelope.
7. FORM 5 – Verification of Certification – send this form to any state in which you currently hold or have ever held an Acupuncture certification/license. The verification must come directly from the state.
8. \$150.00 Initial Certification Fee – **Checks should be made payable to the Kentucky Board of Medical Licensure.**

Please keep in mind that completion of the application is your responsibility. Only completed applications will be considered by the Acupuncture Advisory Committee. If the Committee determines that you have met the statutory requirements for certification, your application will be presented to the Kentucky Board of Medical Licensure for final approval. Incomplete applications will be returned to the applicant. Should you have any questions concerning your application, please contact Ms. Dawn Beahl, Acupuncture Coordinator at (502) 429-7150, extension 231.

Faxes Will Not Be Accepted

Kentucky Board of Medical Licensure
310 Whittington Parkway, Suite 1B
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Application For Acupuncture Certification In Kentucky

(Please Type or Print)

Note: Intentional false answers or misrepresentation in applying for or procuring a license, registration or reactivation in Kentucky are grounds for disciplinary action, including denial or revocation of license, and are reported to the National Practitioner Data Bank and/or appropriate national professional credentialing organization. You must answer "yes" to any question if the event(s) described in that question has actually occurred. You must answer, "yes" in such circumstances even if you have been advised by an attorney or other person that you may answer "no". You must also answer "yes" in such circumstance even if the record of the event has been sealed or expunged by Court order, or has been designated "confidential" by the body involved. After answering "yes" to the appropriate question(s), you may advise the Board of any additional relevant information pertaining to your answer (i.e., record has been sealed or expunged, record is designated "confidential," attorney has advised that you properly answer "no"). The Board will consider this additional information, along with your answer(s), in determining the appropriate action. If you have any question about whether or not you should answer "yes" to a question, you should err in favor of answering "yes" and provide an explanation, because any non-disclosure violation will likely result in denial of your application or disciplinary action against your certification.

Please circle one: Mr./Mrs./Ms./Miss

1. Name: _____
(first) (middle) (last)
2. Mailing Address _____
(street) (city) (state) (zip)
3. *Practice Address _____
(street) (city) (state) (zip)
4. Social Security Number: _____ - _____ - _____
5. Phone: (home) _____ (work) _____
6. Place of Birth _____ Date of Birth _____
7. Have you been known by any other name? ☐ YES ☐ NO
If yes, please list names _____
8. Are you a current Kentucky resident? ☐ YES ☐ NO
9. Are you a U.S. citizen? ☐ YES ☐ NO
10. Current Place of Employment _____

(street)

(city) (state) (zip)

Name _____ Social Security Number _____

11. Have you completed an educational program approved by the Accreditation Commission for Acupuncture and Oriental Medicine? (ACAOM) ☐ YES ☐ NO

If yes, please list school/program and graduation date: _____

12. Are you currently certified by the following?

National Commission for Certification of Acupuncture and Oriental Medicine ☐ YES ☐ NO

If Yes, Certification # _____ Issue Date _____ Expiration Date _____

13. List all states in which you have applied for or been granted certification/license as an acupuncturist.

State	Certification #	Issue Date	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. Have you had any certificate, license, registration or other privilege to practice as a health care professional, denied, revoked, suspended, probated, or restricted by a State or Federal authority, or have you ever surrendered such credential to avoid or in connection with disciplinary investigation/action by such jurisdiction?
☐ YES ☐ NO

15. Are any legal proceedings regarding certification/licensure presently pending against you by any State or Federal licensure authority or any drug licensure/enforcement authority?
☐ YES ☐ NO

16. Have you been convicted of a felony or misdemeanor by any State or Federal court? Are any criminal charges presently pending against you in any of those courts?
☐ YES ☐ NO

17. To your knowledge, are you the subject of an investigation for a criminal act?
☐ YES ☐ NO

18. Are you currently in default on any student loan repayment obligations payable to the financial aid programs administered by the Kentucky Higher Education Authority?
☐ YES ☐ NO

19. Have you ever been denied a license/certificate or denied the privilege of taking a licensure/certification examination by any State, Federal or International licensure jurisdiction?
☐ YES ☐ NO

20. Have you ever had any license, certificate, registration or other privilege as a health care professional denied, revoked, suspended, probated, restricted or limited, or subjected to any other disciplinary action, by a State medical/osteopathic licensing board, or Federal, or International authority?
☐ YES ☐ NO

21. Have you been or are you currently under investigation by any State or Federal licensure authority or any drug licensure/enforcement authority?
☐ YES ☐ NO

Name _____ Social Security Number _____

22. Have you ever voluntarily or involuntarily surrendered a medical or osteopathic license, or controlled substance registration certificate issued to you?
☐ YES ☐ NO
23. Have you ever been disciplined by any licensed hospital (including postgraduate training) or the medical staff of any licensed hospital, including removal, suspension, probation, limitation of hospital privileges or any other disciplinary action if the action was based upon what the hospital or medical staff found to be unprofessional conduct, professional incompetence, malpractice or a violation of a provision(s) of a Medical Practice Act?
☐ YES ☐ NO
24. Have you surrendered such credential, or placed it into an inactive status, to avoid disciplinary action or in connection with or in anticipation of a disciplinary investigation/action by the licensing authority of such jurisdiction?
☐ YES ☐ NO
25. Have you ever resigned your privileges or failed to renew privileges at a licensed hospital or from the medical staff of the hospital, while under investigation or while you were subject to disciplinary proceedings by the hospital?
☐ YES ☐ NO

If you answered "YES" to any of the above questions (#14 – 25), please attach a written explanation

AFFIDAVIT OF APPLICANT: I hereby state that the information contained in this application is true, accurate, and complete to the best of my knowledge and belief. I understand that under Kentucky law the submission of any false, fraudulent or forged statement, document or other matter in connection with this application is grounds for criminal prosecution and the denial of certification. I authorize the Board, or its agents, to obtain from other sources any information necessary for determining my qualifications for certification. I also authorize them to furnish any information they may now, or in the future, have concerning my qualifications and fitness to practice as an acupuncturist to any person, institution, association, school, hospital or government entity. I understand any false information on my application may subject my certification to disciplinary action pursuant to the Kentucky Certified Acupuncture Statutes

Signature of Applicant

Date

Subscribed and sworn before me by the above named applicant this

_____ day of _____, _____

This application consists of 3 pages.

Signature of Notary

My commission expires: _____

Seal of Notary

*This Application is in compliance with the American Disabilities Act

Name _____ Social Security Number _____

The answers to these questions are exempt from public disclosure under KRS 61.878(1)(a) and (I) and KRS 311.619 and shall be subject to inspection only upon order of a court of competent jurisdiction, except that no court shall authorize the inspection by any party of any materials pertaining to civil litigation beyond that which is provided by the Kentucky Rules of Civil Procedure governing pretrial discovery. The answers to these questions may be considered by the Board (KBML) and may be disclosed in any contested case proceeding, including a Show Cause proceeding, or appeal of a certification decision based upon them.

“Illegal drug use” means the use of an illegally obtained controlled substance or dangerous drug; the term “illegal drug use” also means the use of a legally obtained controlled substance or dangerous drug which is not taken in accordance with the direction of the licensed health care professional who prescribed the controlled substance or dangerous drug.

1. Do you currently, or have you had within the past 5 years, any physical, mental, or emotional condition, which impaired, or might reasonably impair your ability to practice your health care profession safely and competently?
☐ Yes ☐ No
2. Within the past 5 years, have you been admitted to any hospital or other in-patient care facility for any physical, mental or emotional condition, which impaired, or might reasonably be considered to impair, your ability to practice your health care profession safely and competently?
☐ Yes ☐ No
3. Do you currently have, or have you had within the past 5 years, a dependency on or abuse of the use of alcohol or drugs, which impaired, or might reasonably impair, your ability to practice your health care profession safely and competently?
☐ Yes ☐ No
4. Within the past 5 years, have you engaged in the excessive use of alcohol or illegal drugs, or received any in-patient or outpatient or individual therapy/treatment or been hospitalized for alcoholism, or illegal use, or been arrested for a DUI (Driving Under The Influence)?
☐ Yes ☐ No
5. Within the past 5 years, have you been the subject of any chemical substance screening test which resulted in an indication of the presence in your body of any controlled substance, any dangerous drug, or alcohol level above .10% BAC? (This does not include those drugs taken by you as a result of a legitimate health care diagnosis, and prescribed for you in good faith by another licensed health care professional.)
☐ Yes ☐ No

*****Affidavit of Applicant*****

I hereby state that the information contained in this application is true, accurate, and complete to the best of my knowledge and belief. I understand that under Kentucky law the submission of any false, fraudulent or forged statement, document or other matter in connection with this application is grounds for criminal prosecution and the denial of certification. I authorize the Board (KBML) or its agents to obtain from other sources any information necessary for determining my qualifications for certification. I also authorize them to furnish any information they may now or in the future have concerning my qualifications and fitness to practice as an acupuncturist to any person, institution, association, school, hospital or government entity.

(Signature of Applicant)

(Print Name)

Subscribed and sworn to before me by the above named applicant this _____ day of _____
(month, year)

(Signature of Notary)

Seal of Notary

My commission expires: _____

Acupuncture

Request For Temporary Certificate

Once your application has been completed, if you need to begin working, you may request a temporary certificate. A check for \$75.00 must be submitted from you (this is part of the \$150.00 required for full certificate). The review process for temporary approval takes approximately one to two weeks.

If Interested In A Temporary Certificate, Please Complete The Following:

Name: _____

Anticipated Starting Date: _____

Temporary Certificates Are Only Valid For Up To Six Months

And Cannot Be Extended Or Renewed

• • • **Deadlines For Council Meeting Dates** • • •

In order for your application to be presented to the State Advisory Committee on Acupuncturists, your application must be completed in its entirety and must be on file in the Board office no later than the deadline dates listed below. Once the Committee reviews your application, it will be presented to the Kentucky Board of Medical Licensure for final approval.

<u>Deadline Date</u>	<u>Meeting Date</u>	<u>Board Meeting Date</u>
November 22, 2006	December 13, 2006	December 14, 2006
February 21, 2007	March 14, 2007	March 15, 2007
May 23, 2007	June 13, 2007	June 14, 2007
September 4, 2007	September 25, 2007	September 26, 2007
November 21, 2007	December 12, 2007	December 13, 2007

Release and Waiver of Rights Form

I, _____, hereby authorize the following individuals and entities to release all information (documented, oral or other) about me in their possession to the Kentucky Board of Medical Licensure (KBML) or its agents:

1. All hospitals or other health care facilities at which I have ever held staff privileges, whether full or limited, temporary or permanent; and all hospitals or other health care facilities at which I have ever received training.
2. All acupuncture organizations/societies, specialty boards and other related organizations with which I have been associated.
3. All other state or Canadian licensure boards, federal health agencies, and federal and state drug control agencies.
4. All licensed physicians, nurses, acupuncturists or other health care professionals of any state or Canadian province.
5. All schools of educational facilities at which I have ever received training as an acupuncturist.
6. All attorneys who have participated in civil or criminal actions in which I am named party.

I hereby release the above-named individuals and entities from all liability for the release of information to the Board (KBML) or its agents.

I further authorize the Board (KBML) or any of its duly authorized agents, to make any investigations that they deem necessary to secure information concerning me, which is relevant to the requirements of certification. I further authorize them to release such information they may now or in the future have, concerning me to (i) any federal, state, county or local governmental entity, (ii) any hospital or other health care facility, or (iii) any other person upon a showing that the release of the information is vital to the health, safety and welfare of the general public.

I hereby make this release and waiver of rights for the purpose of allowing the Board (KBML) to carry out its duties pursuant to my request for certification to practice as an acupuncturist in the Commonwealth of Kentucky; and further, for the purpose of allowing the Board (KBML) to carry out its duties in regard to my continued certification.

This release and waiver of rights has no expiration date and shall remain effective during my certification in the Commonwealth of Kentucky.

Date

Applicant

Sworn to and subscribed before me by the above named applicant on this ____ day of _____, 20 ____.

Seal

Notary Public

My Commission expires: _____

Name: _____ SS# _____

 Last First Middle

Applicant's Signature

Name: _____

Certification Number:

Certification Date: _____

Expiration Date: _____

Score received was:

Passing score is: _____

Certification in Good Standing? _____ Yes _____ No

If the answer is “NO” to the above question, please provide additional information

Signed: _____

Title:

NCCAOM Seal

Date _____

Return this form to:
Kentucky Board of Medical Licensure
310 Whittington Parkway, #1B
Louisville, KY 40222

Verification of Education

In applying for certification as an acupuncturist in the Commonwealth of Kentucky, the Kentucky Board of Medical Licensure requires this form to be completed by the training institution/school where I obtained a degree, diploma or certification while training to be an acupuncturist. My signature below is your authority to release any and all information in your files, favorable or otherwise regarding myself, directly to:

**Kentucky Board of Medical Licensure
310 Whittington Parkway, Suite 1B
Louisville, KY 40222**

Name

Address

Signature

Do Not Detach

.....

Certification of Education: (to be completed by the training institution/school where the acupuncture degree was conferred)

This is to certify that _____

Attended the _____

Located at _____

And was granted the degree of _____ on _____

Signature

Seal of Institution

Title

Date

Verification of Acupuncture Training Hours

In applying for certification as an acupuncturist in the Commonwealth of Kentucky, the Kentucky Board of Medical Licensure requires this form to be completed by the institution where I obtained at least one thousand eight hundred (1,800) hours, including three hundred (300) clinical hours, that is approved by the Accreditation Commission for Acupuncture and Oriental Medicine. My signature below is your authority to release any and all information in your files, favorable or otherwise regarding myself, directly to:

**Kentucky Board of Medical Licensure
310 Whittington Parkway, Suite 1B
Louisville, KY 40222**

Name

Address

Signature

Do Not Detach

Certification of Training Hours: (to be completed by the institution where the applicant completed his/her training hours)

This is to certify that _____
Name

has completed at least one thousand eight hundred (1,800) hours, including three hundred (300) clinical hours, that is approved by the Accreditation Commission for Acupuncture and Oriental Medicine.

Institution where completed hours

Address of Institution

Total number of hours completed

Total number of clinical hours completed

Supervisor

Title

Signature

**Verification of Certification
Acupuncture**

Please complete this section of the form and mail to each state board in which you are now or have been certified. If needed, you may duplicate this form.

As part of the application for certification as an acupuncturist, the Kentucky Board of Medical Licensure requires this form to be completed by each state in which I hold or have ever held certification. I hereby authorize the release of any information in your files, favorable or otherwise to be sent directly to the Kentucky Board of Medical Licensure, 310 Whittington Parkway, Suite 1B, Louisville, KY 40222.

Signature

Name

Address

Certificate Number

State of _____ Certificate/Registration # _____ Issue Date _____

Full Name of Certificate Holder: _____

Graduate of: _____

By: Endorsement/Reciprocity with _____

By: Your State Board's Written Examination _____

Is Certificate Current? _____ If NO, Why? _____

Has certificate been subject to disciplinary action by your agency? _____

If YES, please attach copies of any formal orders of your agency and minutes of agency decisions.

Comments, if any _____

Board Seal

Signed: _____

Title: _____

Date: _____